

Student Name: \_\_\_\_\_ Occurrence: \_\_\_\_\_

Date: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

#### ***Unit 5940 – Produce a presentation using a desktop presentation computer application***

#### **Level 2 – Credit 3 (Version 7)**

- Read through this assessment carefully. You must complete all the tasks to gain the credits needed to pass Unit Standard 5940.
- Ensure that you Name and Date this assessment, and any additional pages which are printed.
- During this assessment you are permitted to refer to the course material.
- Assessment session length is 1hr and 45 minutes.
- If you do not finish the assessment in one session you may book additional assessment sessions in order to complete it.
- For tasks where the outcome is not achieved you will have the opportunity to resubmit.

#### **Instructions**

You must complete the performance criteria and be observed by an assessor who is required to sign the observation sheets to verify that you have demonstrated all the required performance criteria.

**Note:** You must save the files created during this assessment to an appropriately named folder which you will have created on the desktop of the computer you are using. Your assessor will collect the files at the end of each assessment session. Please ensure that you have created a folder **before** commencing the assessment. Your assessor may assist with this if necessary.

At the end of the assessment session **do not** shut down or log off your computer as this will result in your files being deleted. Ask your assessor to remove the files for you.

**You are not permitted to remove this assessment booklet or any documents created from the suite.**

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Assessor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

## **Work Project Description**

### **Instructions**

This assessment takes the form of a work project, which is to be completed in **three** parts:

### **Work Project Description:**

#### **Part 1. *Design* the presentation.**

You must design the entire presentation on paper and include all of the content as outlined on the next page before you create the presentation on the computer. Blank design sheets have been provided with this assessment for this purpose.

#### **Part 2. *Create* the presentation**

#### **Part 3. *Present* the presentation.**

When the presentation is complete, you will deliver it to the Head of Department for approval (your assessor will take on this role). You are to present it yourself using relevant presentation software on a computer screen or data projector.

The presentation scenario and brief is outlined on the following pages.

## **Presentation Scenario**

### **Instructions**

Use the following information to create your presentation.

### **Scenario**

You are a freelance designer of computer presentations and have been approached by the Natural History Museum to create a series of presentations on Natural Phenomena such as comets, volcanoes, etc. The museum wishes to make the presentations available to the public within 30 days of today's date.

The presentations will be viewed by visitors to the museum on terminals set up for this purpose and should be simple, eye-catching and easy to navigate. You must add special effects for moving from one slide to the next.

You will use **Volcanoes** as the subject for the first presentation using a list of main points provided by the Head of Department. When this presentation is complete, you must present it to the Head of Department for approval.

You have seven days from today's date to complete and deliver the first presentation, as it will have to be viewed and approved by the Head of Department before you can continue creating the other presentations.

## Presentation Brief

### Instructions

1. The text below must be included in your presentation. Create at least two slides for each volcano and use bullet points for emphasis.

Display the graphics named below in appropriate places on your slides. These graphics are located in:

*D:\ My Documents Folder\Level 2 National Certificate\Research & Presenting Data\PowerPoint*

**Krakatau – Indonesia.** Krakatau volcano was located on the island of Rakata, 40 km off the west coast of Java. In 1883 an eruption, and the collapse of the caldera produced one of the largest explosions on Earth and destroyed much of Rakata island. It was the most violent volcanic eruption recorded in world history and left more than 30,000 dead. Volcanic ash and debris reached as far west as Madagascar. The explosion was even heard in Australia, thousands of kilometers away from the site.

*Graphics = Krakatau1.jpg and KrakatauMap.gif*

**Kilauea – Hawaii.** Kilauea is the youngest of the subaerial volcanoes on the Island of Hawaii and is one of the most active volcanoes on Earth. Kilauea is said to be the home to Pele, the volcano goddess of ancient Hawaiian legends. The current eruption of Kilauea started in January 1983 and as of January 2000 had added 205 hectares of new land to Kilauea's southern shore.

*Graphics = Kilauea1.jpg*

**Ruapehu – New Zealand.** Ruapehu is one of New Zealand's most active volcanoes. It is a complex stratovolcano constructed during at least 4 cone-building episodes dating back to about 200,000 years ago. In historical times the earliest report of eruptive activity was in 1861 when a lahar was sighted in the Whangaehu River.

*Graphics = Ruapehu1.jpg*

Insert the following text and graphics on a second **Ruapehu** slide:

An aerial view northwards of the scene at Tangiwai after the 24 December 1953 lahar. The railway line between Ohakune and Waiouru runs across the photo from left to right. The engine of the train lies on the bank to the left, with railway carriages scattered on both banks downstream. The damaged road bridge is in the right foreground. (NZ Herald).

*Graphics = Tangiwai.jpg*

**Instructions**

2. The Natural History Museum logo must be included on the title slide.

This logo is called *MuseumLogo*, which you can find in the following location:

*D:\ My Documents Folder\Level 2 National Certificate\Research & Presenting Data\PowerPoint*

3. Your presentation must include an contents slide after the title slide.
4. A reference slide is required at the end of the presentation which acknowledges that the presentation content and images have come from the natural History Museum

## **Task 1 – Practical**

### **Element 1 – Plan and design a presentation according to the brief**

#### **PART ONE**

##### **Instructions**

Follow the scenario and brief to complete the table below.

Note that the completion date must be within the timeframe specified in the scenario.

<b>Presentation Topic</b>	
<b>Purpose</b>	
<b>Target Audience</b>	
<b>Presentation Method</b> <i>(How will you present it)</i>	
<b>Specifications you must meet</b>	
<b>Graphics to be used</b>	
<b>Information/Content to be used</b>	



## ***Task 1 – Practical***

### **PART TWO**

#### **Instructions**

Following the scenario and brief, use the slide design forms below to show where the content for each slide will be placed.

#### **Slide 1**

<b>Information</b>	<b>Layout</b>
Title .....	



#### **Slide 2**

<b>Information</b>	<b>Layout</b>
Title .....	



### Slide 3

#### Information

Title .....

#### Layout



### Slide 4

#### Information

Title .....

#### Layout



### Slide 5

#### Information

Title .....

#### Layout



**Slide 6****Information****Layout**

Title .....

**Slide 7****Information****Layout**

Title .....

**Slide 8****Information****Layout**

Title .....



**Slide 9****Information****Layout**

Title .....

**Slide 10****Information****Layout**

Title .....



**Task 2 – Practical****Element 2 – Create a presentation using a desktop presentation computer application****Instructions**

1. Create the presentation from your design using the application you have chosen. Save the presentation to an appropriate storage device.
2. Test the presentation to ensure that it runs smoothly and that it meets all the requirements outlined in the brief.

PC	Presentation Criteria checklist	Passed <input checked="" type="checkbox"/>	Recheck <input checked="" type="checkbox"/>
2.2	The content of the presentation meets the purpose and the target audience.	<input type="checkbox"/>	<input type="checkbox"/>
2.2	You have included a title slide complete with relevant title text and an appropriate graphic chosen by you.	<input type="checkbox"/>	<input type="checkbox"/>
2.2	The Natural History Museum logo is displayed in an appropriate position on the title slide.	<input type="checkbox"/>	<input type="checkbox"/>
2.2	You have created an content slide that introduces the presentation to the target audience.	<input type="checkbox"/>	<input type="checkbox"/>
2.4	You have included a reference slide at the end of the presentation that acknowledges the source of the graphics and text. You have included your name as the designer.	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
2.3	You have used more than one slide per volcano	<input type="checkbox"/>	<input type="checkbox"/>
2.3	Slides are clear and easy to read	<input type="checkbox"/>	<input type="checkbox"/>
2.1	The graphics layout is attractive and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
2.1	Graphics have been resized where appropriate	<input type="checkbox"/>	<input type="checkbox"/>

### **Task 3 – Practical**

#### **Element 3 – Deliver a Presentation using a desktop presentation computer application**

##### **Instructions**

Deliver the complete presentation to your assessor. If a data projector is not available for the assessment, the presentation may be delivered on your computer screen.

***Your assessor will check that these criteria have been successfully completed.***

<b>PC</b>	<b>Presentation Criteria checklist continued</b>	<b>Passed</b> <input checked="" type="checkbox"/>	<b>Recheck</b> <input checked="" type="checkbox"/>
3.2	The presentation is readable and audible	<input type="checkbox"/>	<input type="checkbox"/>
3.1	You have communicated effectively to the target audience, ensuring that your slides are readable and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>